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User ESH Support (UES) Group Engineering Document Management Plan

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AES/UES personnel

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- N/A (new revision)

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User ESH Support (UES) Group Engineering Document Management Plan

1   Introduction

This document sets forth group-specific guidelines for management of engineering documents and drawings consistent with the Managing APS Documents Policy (APS_1273342). The UES Group is required to have such a policy in place to guide their staff in the details of controlling their engineering documents under this procedure.

1.1   Related Documents

- Managing APS Documents Policy (APS_1273342)
- Managing APS Engineering Documents (APS_1423689)
- APS Design and Drafting Drawing Standard (APS_1429632)
- Argonne Quality Assurance Program Plan
- Managing APS Facility Procedures (APS_1001409**)**

2   Repository Use and Revision Tracking for Engineering Documents

Table 1, which is copied from the Managing APS Documents policy (APS_1273342), maps the valid document repositories with the workflows that are supported by each repository.

Table 1: Work Flows and Revision Tracking Capability per Repository Type

Repository	**Staff-controlled / No Revision Tracking (Not a controlled document)**	**Staff-controlled / Revision Tracking (Not a controlled document)**	**Controlled Document** (A formal change procedure including an approval workflow and Revision Tracking)
Group-Shared File System (GSFS)	X		
Group-Shared File System Plus a Revision Control System (RCS)		X	
ICMS		X	X (with approval thread)
Vault			X
PDMLink			X

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The left column of Table 2 lists the types of documents generated by the UES Group in its routine operation. The rest of the table gives guidance on which workflow and repository should be used for each type of document

Table 2: Work File Repository Usage

Criteria	Staff-controlled/ No Revision Tracking	Staff-controlled / Revision Tracking		Controlled Document			Drawing must meet D&D Standard (APS_1429632)
	Group-shared File System (GSFS)	GSFS + RCS	ICMS	ICMS (with approval thread)	Vault	PDMLink	
SAFETY: RSS Critical Component or Personnel Safety Related				X			
RSS Operations Procedures				X			
Beamline/Floor Operations				X			

3   Group-shared File Systems and Revision Control Systems (RCS)

Not applicable

4   Document/Drawing Requirements

Not applicable

5   Software Tools

Not applicable.

6   Alias Project Naming Convention (if any)

- Not applicable

7   Alias Drawing Naming/Numbering Convention (if any)

- Not applicable

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8 Group-specific EDP Collection Browse Categories

Not applicable.

9 Feedback and Improvement

If you are using this procedure and have comments or suggested improvements for it, please go to the APS Policies and Procedures Comment Form[*] to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure (APS_1408152).

[*] http://centraldocs.aps.anl.gov/comment_form.php